

MINUTES OF THE MEETING OF THE
PROSPECT HEIGHTS PUBLIC LIBRARY DISTRICT
BOARD OF TRUSTEES PERSONNEL & POLICY COMMITTEE
HELD TUESDAY, MARCH 8, 2022

I. Call to Order/Roll Call

The meeting of the Personnel and Policy Committee of the Board of Trustees of Prospect Heights Public Library District was called to order by Chairperson Kerr at 2:03 P.M.

Roll Call: Physically Present: Trustees Kerr and Peterson
 Absent: None
 Also Physically Present: Executive Director Todd

II. Approval of Minutes

A. The minutes for the October 26, 2021 meeting of the Personnel & Policy Committee were approved by unanimous consent.

III. Public Comment

None.

IV. Old Business

None.

V. New Business

A. Review Updated Emergency Manual

Director Todd presented an updated version of the Library's Emergency Manual. Edits centered around making language more neutral and enhancing procedures for situations dealing with minors.

The Committee recommends the Board approved the updated Emergency Manual.

VI. Other

Director Todd told the Committee that the next meeting would be immediately preceding the April board meeting. The meeting will set the salary budget for the coming year. Todd pointed out that the COLA for 2021 was 7% which would result in higher raises than typical for staff.

VII. Adjournment

There being no further business to be brought before the Committee, the meeting was adjourned at 2:40 P.M.

Respectfully Submitted,

Marianne Kerr
Chairperson, Personnel & Policy Committee